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TENNESSEE RECREATION TRAILS PROGRAM (RTP)

2004 Grant Round

OVERVIEW OF THE RECREATION TRAILS PROGRAM
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In 1998, Congress re-authorized the Intermodal Surface Transportation Efficiency Act of 1991 under the Transportation Equity Act for the 21st Century (TEA-21).

Under this program, each state receives Recreation/Trails Program dollars based upon a predetermined formula. Half of the funds are distributed equally among all States, the other half are distributed in proportion to the estimated amount of off-road recreation fuel use in each State – fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles, and off-road light trucks. It is the fuel tax revenue from these recreation vehicles that funds the Recreation Trails Program.

The U.S. Department of Transportation manages the Recreation Trails Program through the Federal Highway Administration (FHWA). The RTP is a State-administered, Federal-aid program. The Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES), has been designated by the Governor to administer the Recreation Trails Program.

Through the TEA-21 legislation, the Department of Environment and Conservation, Recreation Educational Services Division, is permitted to use up to 7 percent of the monies received annually for administrative costs and up to 5 percent for education expenses relating to recreation trails.

In 1998, the Governor's Council on Greenways and Trails was created comprising of eighteen motorized and non-motorized trail users who represent diverse user interests and geographic areas. The Governor's Council was chartered to advise TDEC on the implementation of the Recreation Trails Program and to make annual recommendations to the Commissioner of TDEC regarding the allocation of these funds. Final grant allocations are decided by the Commissioner of TDEC and must be approved by the FHWA.

Intent of the Recreation Trails Program:

The intent of the Tennessee Recreation Trails Program is to enhance recreation opportunity and to provide and maintain recreation trails as directed by Congress through the TEA-21.

What projects are eligible?

Recreation Trails Program funds may be used for:

- ◆ Non-routine maintenance and restoration of existing trails
- ◆ Development and rehabilitation of trailside and trailhead facilities and trail linkages. These are trail components or associated facilities which serve the purpose and safe use of the recreation trail such as: drainage, crossings, stabilization, parking, signage, controls, shelters, water, sanitary and access facilities.
- ◆ Purchase and/or lease of trail construction and maintenance equipment. Any equipment purchased must be new in order to be eligible for reimbursement.
- ◆ Construction of new trails (with certain restrictions for new trails on Federal lands)
- ◆ Acquisition of easements or fee simple title to property for recreation trails or recreation trail corridors

The Recreation Trails Program requires that States use 40 percent of their funds apportioned in a fiscal year for diverse recreation trail use, 30 percent for motorized recreation and 30 percent for non-motorized recreation. If eligible projects are not received within the above categories to fully administer the available funds, then these funds may remain unobligated and held over until the next fiscal year for distribution.

- ◆ ***Motorized*** is defined as off-road recreation using any motorized vehicle. The most common modes are ATV, four-wheel drive (or other light utility vehicle), motorcycle, and snowmobile. Motorized use does not include use by electric-powered wheelchairs. "Roads" or trails where general passenger vehicles can travel are not eligible.
- ◆ ***Non-motorized*** is defined as off-road recreation by a non-motorized mode. The most common modes are bicycle, dogsled, equestrian, pedestrian (including wheelchair use), skate and ski. Non-motorized can also include walking, hiking, running, bird watching, nature interpretation, back-packing, etc.
- ◆ ***Diversified*** trails are defined as projects that provide the greatest number of compatible uses. A trail must accommodate more than one user group (multiple use) to qualify. Example: a pedestrian-only trail is a single use trail and is not considered multiple-use.

What types of trail projects are eligible?

- ◆ Multi-Use Trails
- ◆ Hiking Trails
- ◆ Water Trails-Boat/River access should be limited non-motorized water access for canoe/kayak/rowboats. TEA-21 intends for motorized boat launches to be funded by USF&WS/TWRA through the Wallop-Breaux Trust Fund.
- ◆ Equestrian Trails
- ◆ Bicycle/Mountain Bike Trails

- ◆ Off-Road Motorcycle Trails
- ◆ Off-Road All-Terrain Vehicle (ATV) Trails
- ◆ Off-Highway Four-Wheel Drive Trails
- ◆ Walking and Interpretive Trails

Which projects are not eligible?

Recreation Trails Program funds may not be used for:

- ◆ Property condemnation (eminent domain)
- ◆ Constructing new trails for motorized use on National Forest or Bureau of Land Management lands unless the project is consistent with that agency's approved resource management plan
- ◆ Facilitating motorized access on otherwise non-motorized trails. Funds may not be used to facilitate motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991.
- ◆ Brochure printing, environmental education buildings, classrooms, or park-like pavilions/amenities are not eligible.
- ◆ Costs associated with patrol vehicles.
- ◆ Equipment that will only be used to construct trails in the short term then used for non-trail uses. Equipment should be rented if it will not be used for ongoing maintenance specific to the proposed trail.
- ◆ These funds are intended for recreation trails; they may not be used to improve roads for general passenger vehicle use or to provide shoulders or sidewalks along roads.

Who is eligible to apply?

State, federal and local (city/county) government agencies are eligible to apply for funding through the Recreation Trails Program. Private organizations may apply in partnership with a government agency. If there are insufficient eligible applications within a specific category (motorized, non-motorized, or diverse use), then private organizations will be considered without a public partner. The intent is that the funds will be distributed to projects that provide the most opportunities for diverse public use. Partnerships with government agencies must be official and in writing. Specific criteria for each type of applicant is described below:

Public/Private Partnership Applicants:

1. A written contract or legal agreement must be established between the agency and private organization regarding the long-term management of the proposed project.
2. If a private organization wishes to apply for funds on public property, the application must be made in partnership with the agency that owns or leases the land. The landowner will be the primary applicant and must be willing to administer the grant funds. In addition, the landowner must agree to maintain the property as funded in perpetuity.
3. A resolution must be obtained from a local, state or federal governmental entity promising to manage and maintain the project as a recreation use area in the event that the private organization cannot fulfill its long-term obligations and responsibilities to the grant contract.

Private Organization Only Applicants:

1. If the State of Tennessee does not receive sufficient eligible applications from public agencies or from public/private partnerships within each category (motorized, non-motorized and diverse use) to expend funding available, then applications from private organizations will be considered with the understanding that funded projects must be open to the public for a minimum of twenty-five (25) years.
2. Private organization applicants must be officially chartered by the State of Tennessee through the Office of the Secretary of State.
3. A performance bond or certificate of deposit of 25% of the total grant request must be obtained by the private organization prior to the issuance of a grant contract assuring that the property will be properly maintained for a minimum of twenty-five (25) years and open to the public for the recreation use intended in the grant contract.
4. Expenditure of funds from the Recreation Trails Program on privately owned land must be accompanied by an easement or other legally binding agreement that ensures public access to the recreation trail improvements.
5. Legally binding written assurances are required for any project on privately owned land stating that the landowner will cooperate with the State and participate as necessary in the activities to be conducted.

Local Governments:

1. Local government applications are required to have the signature of the Mayor or County Executive.
2. If the landowner is other than the applicant, then an easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity must be obtained by the applicant.

State and Federal Governments:

1. State and Federal agencies applying must have the signature of the top agency official (Commissioner, Superintendent or Director).
2. If the landowner is other than the applicant, then an easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity must be obtained by the applicant.

Matching the grant-what qualifies?

In general, the maximum Federal share for each project from the Recreation Trails Program funds is 80 percent. The applicant must provide a match of 20%. Matching the grant funds may be done through cash, labor or materials. Volunteer labor must be accounted for using forms and criteria established by the TDEC-RES. Prison labor may only be used as a match if the grant recipient pays the prison laborers. RES may be contacted if questions arise concerning what qualifies as match.

A Federal agency applicant may provide additional Federal funds, provided the total Federal share does not exceed 95 percent. Federal agency applicants (Forest Service, NPS, USF&WS, COE, TVA, etc.) must show a non-federal match of at least five percent. Administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-Federal match must come from project sponsors or other funding sources. For a list of potential matching funds refer to the Match List in this manual.

Reimbursements

Project payment takes place on a reimbursement basis; the grantee must incur costs for work actually completed, and then submit vouchers to the State for payment. Reimbursement requests for work that takes place prior to receiving TDEC-RES's Notice to Proceed will not be accepted. Reimbursements may be submitted no more often than quarterly with a minimum reimbursement request of \$1,500 (except for the final reimbursement).

Grant recipients are required to maintain an accounting system that meets generally accepted accounting principles and for maintaining financial records to properly account for the grant and matching funds.

How much can I apply for?

The minimum grant request is \$10,000. Local/community trail projects are limited to a \$100,000 maximum grant request. State or federal applicants with projects of statewide significance may be considered for additional funds. The State may waive the minimum amount of an approved grant under special circumstances. Although most grants will continue to be in the \$20,000 to \$200,000 range, additional funds will be considered on a case-by-case basis.

RTP grants are for 80% of the total project cost. When calculating the grant amount and local share, keep in mind that the 20% local share is 20% of the total project rather than 20% of the grant amount. For example, if the total project is \$62,500, 80% of the total project is \$50,000, and 20% of the total project amount is \$12,500.

Can I use part of the funds for planning and design expenses?

Yes. Use of Recreation Trails Program funds for architecture, engineering, planning, surveys, environmental reviews, grant administration and/or legal expenses are eligible but limited to no more than 15 percent of the total project cost. These costs are not eligible or reimbursable if they are incurred prior to project award and approval by FHWA.

When can projects begin?

After the grant is awarded, the applicant MUST wait until the TDEC-RES sends a Notice to Proceed letter indicating that the project can begin. Any construction conducted prior to the date of this letter will not be eligible for reimbursement. This letter will not be issued until TDEC-RES concurs with all environmental approvals and authorization is granted from the Federal Highway Administration. Applicants must commence construction within 180 days of the date stated in the Notice to Proceed letter. Grant

recipients that do not begin their projects within this 180 days may have their project funding withdrawn.

How long will I have to complete the project?

Applicants will have no more than 3 years from the effective date of the project contract to complete the project. TDEC-RES will consider extending this period for one additional year **ONLY** for good cause at the written request of the applicant.

What are our long-term responsibilities to the proposed project? Projects funded through the Recreation Trails Program must remain open to the public in perpetuity (forever). A trail or facility must be open to the public, not only club members or municipal residents. Should an applicant convert all or part of the project site to other than approved recreation use or lose the use of property for recreation purposes, the applicant must replace the site/facilities, at its own expense, with an acceptable project of comparable scope and quality. (Such conversions must have TDEC-RES approval)

In the event that insufficient eligible projects are received from public agencies or public/private partnerships within a specific category (motorized, non-motorized or diverse use), the TDEC-RES reserves the right to award funds to private organizations with a minimum 25-year agreement to keep the property open to the public as funded.

ACQUISITION PROJECTS

1. *Grant Period* – Acquisitions cannot be made prior to project contract and the acquisition must be completed within one year of the beginning date of the project contract. TDEC-RES will consider extending this period **ONLY** for good cause (i.e., financial hardship, public controversy, factors beyond applicant's control, etc.) at the written request of the applicant.
2. *Ownership* - An applicant receiving assistance from the State for acquisition must have a clear title to the acquired land and must permanently commit the land to public recreation and/or public recreation use. The applicant may be required to submit the *Notice of Limitation of Use* (NLU) which is to be filed with the Register of Deeds. The NLU must be referenced on the deed. Easements qualify and are eligible for project funding. However, the use of publicly owned permanent easements as a match will be reviewed on a case-by-case basis. Leases do not qualify for funding.
3. *Procurement* - The applicant shall purchase the property according to its locally adopted procurement/acquisition procedures. The website for information on Disadvantaged Business Enterprises (DBE's) may be found at: <http://www.tdot.state.tn.us/construction/resources.htm> .
4. *Application Documentation* - The applicant will submit for TDEC-RES's approval the documentation described in the *Application Requirements Checklist* located in this manual.

- a. Opinion of Value: The applicant will submit to TDEC-RES at a minimum an Opinion of Value, prepared by the tax assessor or a licensed/certified real estate appraiser, which establishes the estimated fair market value of the project site. If a grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed/certified real estate appraiser in order to use the property as all or part of the match. The appraisal must be dated no earlier than one year prior to the closing date of the application submission period. The appraisal will be reviewed/approved by the TDEC-RES appraisal reviewer prior to the release of the RTP money to the applicant.
 - b. Survey: For all acquisition projects, the applicant will submit to TDEC-RES a survey of the project site. The survey must have been performed by a registered land surveyor, and must be dated within one year of the closing date of the application submission period. The survey must possess a North arrow and the date of the survey. A legal description of the property must be included, along with the results of a title search for the property. The title search should cover a five-year period prior to the approval of the grant project.
 - c. Boundary and Topographical Quadrangle Maps: The applicant will submit to TDEC-RES one copy of both boundary and topographical quadrangle maps of the site. These maps must indicate the legal boundaries of the site, display known easements, show the proposed trail location, and be legally sufficient to identify the area for protection as a permanent public recreation site. For more detailed instructions, see *Exhibit 1 - Project Boundary Map* and *Exhibit 2 - Topographical Quadrangle Map*.
 - d. Location Map: The applicant will submit a project location map displaying the exact location of the project site as well as indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 3 - Location Map*).
5. *Site Development* - The applicant will have up to three years from the commencement date set forth in the contract to complete development. Land acquisitions can remain undeveloped, but the site must be open to the public and identified as public recreation land.
 6. *Permits and Environmental Review* - An environmental review will be conducted during the application period for each project. The topographical quadrangle maps submitted by the applicant must have the exact project site and boundaries clearly indicated. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and approvals prior to commencement of the project.*** Copies of said permits and approvals must be included with the application. Failure to include said documentation will result in automatic point deductions from the total project score. TDEC's permit website address is: <http://www.state.tn.us/environment/permits/whoami.htm>

Note: If the project receives a grant award, no construction or development may begin until the results of TDEC's environmental review have been obtained and the applicant has received written verification from RES in the form of a Notice to Proceed Letter to proceed with the project.

DEVELOPMENT PROJECTS

1. *Grant Period* - The applicant will have no more than three years from the effective date of the project contract to complete the project and the contract will expire on June 30 of the final year. TDEC-RES will consider extending this period **ONLY** for good cause (i.e.: financial hardship, material shortage, factors beyond applicant's control, etc.) at the written request of the applicant.
2. *Procurement of Goods and Services* - The applicant will secure all goods and services pertinent to the project according to the locally adopted procurement procedures. If the grantee has no procurement procedures the State's procedures must be used. The website for the State's procedures is: <http://www.state.tn.us/generalserv/ba01a/topsman.pdf>. Information on Disadvantaged Business Enterprises (DBE's) may be found at: <http://www.tdot.state.tn.us/construction/resources.htm>.
3. *Application Documentation* - The applicant will submit for TDEC-RES's approval the documentation described in the *Application Requirements Checklist*.
4. *Land Value as Match* - The applicant will submit to TDEC-RES an *opinion of value* prepared by a tax assessor or a licensed/certified real estate appraiser. This opinion of value will establish the approximate land value of the project site. The opinion of value must be dated no earlier than one year prior to the closing date of the application submission period. If the grant is awarded, the applicant will be required to submit an appraisal prepared by a licensed, certified real estate appraiser to establish the official land value.
5. *Control and Tenure of Real Property to be Developed* - The applicant must either own the site in fee simple title or have a minimum 25-year lease with a local, state, federal agency. If the applicant owns the site in fee simple title or has a permanent easement, the applicant must develop and manage the site as a permanent public recreation site. The applicant must attach a copy of the agreement for the lease/easement, or, if required, the applicant must complete the *Notice of Limitation of Use* (NLU) upon award of grant. The NLU must be referenced on the deed.
6. *Permits and Environmental Review* - An environmental review will be conducted during the application period for each project. The topographical quadrangle maps that are submitted by the applicant must have the exact project site and boundaries clearly indicated. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and approvals prior to commencement of the project.*** Copies of said permits and approvals must be included with the application. Failure to include said documentation will result in automatic point deductions from the total project score.

Note: if the project receives a grant award, no construction or development may begin until the results of TDEC's environmental review have been obtained and the applicant has received written verification from RES to proceed with the project.

7. *Boundary and Topographical Quadrangle Maps* - For all projects, the applicant will submit to TDEC-RES copies of both boundary maps and topographical quadrangle maps of the site. These maps must indicate the boundaries of the site, display known easements, and be sufficient to identify the area for protection as a permanent recreation site. For more detailed instructions, see *Exhibit 1 – Project Boundary map* and *Exhibit 2 – Topographical Quadrangle Map*.
8. *Location Map* - The applicant will submit a project location map displaying the exact location of the project site as well as indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see *Exhibit 3 - Location Map*).
9. *Project Development* - The applicant will submit all pertinent preliminary site, floor, and elevation plans with the application. All indoor facilities MUST clearly indicate ADA compliance throughout the building. Applicants should include trails and trailhead facilities plans/drawing as specific as possible indicating ADA accessibility. For details regarding these plans, see *Exhibit 4 - Preliminary Site Plan* and *Exhibit 5 - Preliminary Floor and Elevation Plan*.

What other rules or restrictions apply?

Termination of Grant: TDEC-RES reserves the right to terminate a project contract and demand the return of granted funds for non-compliance by an applicant. Failure by an applicant to comply with the provisions of the project contract will result in TDEC-RES declaring the applicant ineligible for participation in the RTP and LPRF/LWCF/NRTF grant programs until such time as compliance has been obtained to the satisfaction of the State of Tennessee.

Fees and Charges: If admission, user or other fees are charged for the use of the land, facilities, or buildings that were rehabilitated, developed or acquired with funding from the Recreation Trails Program, the fee structure must be reasonable and cannot be discriminatory to non-residents of the local area. Higher fees may be charged to non-residents; however they cannot exceed twice that charged to residents.

Utility Lines: Overhead utility lines constitute major safety concerns and detract from the natural quality of recreation areas. Applicants must take reasonable steps to insure burial or relocation of existing overhead lines and insure that all new electric wires under 15 KV and telephone wires be placed underground. Exceptions must be justified by experts.

ADA Compliance: Applicants, applicant sites and projects must comply with the Americans with Disabilities Act (ADA). Current ADA best practice or best information available can be found at: www.access-board.gov. Another resource for ADA information is www.ncaonline.org.

Signage: Applicant is required to post permanent signage following construction/acquisition indicating that funds were provided by the Recreation Trails Program, Tennessee Department of Environment & Conservation, Recreation Educational Services Division and the Federal Highway Administration.

KEY INFORMATION

- ◆ In order to ensure sufficient funding opportunities for all types of trail development in Tennessee, bonus points will be awarded to projects that meet the greatest needs across Tennessee and within certain geographic areas. Applicants are encouraged to apply for types of trail opportunities that are not only in great demand, but also for projects where there are not existing opportunities for such trail uses within a 25-mile radius.
- ◆ Public/private partnerships are strongly encouraged. Scoring preference will be given to projects on public land with established partnerships with support organizations regarding the proposed project (such as clubs, volunteer organizations, interest groups, etc.).
- ◆ Clubs and non-profit or volunteer organizations (private groups) cannot apply individually for funds on public property. Such groups interested in seeking funding must have an established partnership with the public agency and the public agency must agree to administer the grant funds.
- ◆ Environmental clearance from the indicated federal agencies must be obtained by the applicant and documentation enclosed in every application by the application deadline. Environmental clearance is subject to approval by the Federal Highway Administration.
- ◆ Applicants are encouraged to involve volunteer youth conservation corps or service corps in trail projects.
- ◆ The State is encouraged under law to give special consideration to project proposals that provide for the redesign, reconstruction, non-routine maintenance, or relocation of recreation trails that benefit the natural environment or mitigate and minimize the impact to the natural environment.
- ◆ A site visit will be conducted for all project finalists. Be sure to include a detailed location map and directions from the nearest major highway. Applicants will not be notified of the site visit and will not be invited to participate.

APPLICATION PROCEDURE

Recreation Trails Program applicants must submit one copy of the project application to the Department of Environment and Conservation, Recreation Educational Services Division, with applicable support documentation and environmental clearance letters included. Applicants must also include a copy of a USGS topographic quad map identifying the location and boundaries of the project site and the proposed trail route.

Applications, including all support documentation, should be submitted in a 3-ring binder no larger than one and a half inches wide at the binding with titled, labeled dividers separating the individual sections of the application.

The project applications will be reviewed for eligibility, rated and ranked by TDEC. Projects that achieve the highest scores will be reviewed onsite. Finalists will be submitted to the Governor's Council on Greenways and Trails for final recommendation to the Commissioner of TDEC. The proposed projects are then submitted to the Federal Highway Administration for final approval and clearance.

Project applicants will receive approval or disapproval in writing. Upon approval of grant funds, applicants will receive a contract outlining the scope, budget, and grant requirements and a Notice to Proceed letter from TDEC-RES.

Upon receipt of a Notice to Proceed letter from TDEC-RES including environmental clearance, the grant recipient may initiate site development activities and procurement of project materials. Grant recipients will have three years from the start of the contract to complete the proposed project. Only approved expenditures within the designated grant term will be eligible for reimbursement.

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

Application information MUST be in the order listed below and contained in a three-ring binder with a spine width of NO MORE THAN ONE AND A HALF INCHES. All requested information MUST be included unless otherwise indicated. All sections listed below are to be identified by a tab divider stating the name of the section (not numbered). Failure to follow format instructions will result in a deduction from the final score. Failure to provide any required information will result in the deduction of points.

FORMS AND MATCH SECTION	CHECK-OFF
1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application</i>	<input type="checkbox"/>
2. <i>Project Cost Sheet</i> form	<input type="checkbox"/>
3. <i>Development Project Costs</i> form	<input type="checkbox"/>
4. Assurance of Match (resolution/ordinance, statement from agency official)	<input type="checkbox"/>
PROPERTY INFORMATION AND ACQUISITION SECTION	
5. Project Boundary Map	<input type="checkbox"/>
6. <i>Project Boundary Map Certification</i> form	<input type="checkbox"/>
7. Legal Description	<input type="checkbox"/>
8. Deed of Ownership, Lease, Easement	<input type="checkbox"/>
9. Survey - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
10. Title Search - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.	<input type="checkbox"/>
MAPS, PHOTOS AND DESIGN SECTION	
12. Location and Topographical Quadrangle Maps	<input type="checkbox"/>
13. Photograph(s) of Site	<input type="checkbox"/>
14. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.	<input type="checkbox"/>
15. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects	<input type="checkbox"/>
ENVIRONMENTAL SURVEY AND ENVIRONMENTAL CLEARANCE LETTERS SECTION	
16. Environmental Survey	<input type="checkbox"/>
17. Environmental Clearance Letters	<input type="checkbox"/>
SCORING CRITERIA SECTION	
A. Project Summary	<input type="checkbox"/>
B. Narratives for Individual Project Selection Criteria	<input type="checkbox"/>

RTP APPLICATION INSTRUCTIONS

Before submitting your application, please review this page and make sure that all required narratives, maps, environmental clearance letters and supporting documentation are enclosed. Late submissions will not be accepted.

Application information is to be listed in the order below. It must be bound in a three-ring binder with a spine of NO MORE THAN one and a half inches in width. All sections listed below are to be identified by a *tab divider stating the name of the section*. Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score. Missing sections will result in point deductions.

Forms and Match Section

1. ***Tennessee LPRF/LWCF/NRTF/RTP Grant Application*** - Answer ALL questions. Also, make sure that you list the CORRECT Federal Congressional Representative, State Senator, and State Representative along with their CORRECT districts.
2. ***Project Cost Sheet*** - Answer ALL applicable sections.
3. ***Development Project Costs form*** - Answer ALL applicable sections. Be sure to list all project line items including planning expenses. Remember that planning expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - A dated and signed letter or a resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter.

Property Information and Acquisition Section

5. ***Project Map*** - These maps must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
6. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
7. ***Legal Description*** - A legal description of the project property must be submitted with the application.
8. ***Deed of Ownership, Lease, and/or Easement*** - A copy of any or all such applicable documents must be submitted.
9. ***Survey*** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)

10. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
11. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using acquisition as match.)

Maps, Photos and Design Section

12. **Location and Topographical Quadrangle Maps** – Clear, accurate and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total score. Topographical quadrangle maps are available from TVA, USGS, local map store, TDEC Geology, etc.
13. **Photographs of Site** – Clear photograph showing the proposed trail acquisition or development. Photos should identify any areas where facilities or rehabilitation are needed. Photos cannot be returned.
14. **Preliminary Site Plan** - A copy of the preliminary site plan or trail design for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act.
15. **Preliminary Floor Plans** – For trailhead facilities a copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities **MUST** clearly indicate ADA compliance throughout the building. Applicants should include trail and trailhead facility plans/drawing as specific as possible indicating ADA accessibility.

Environmental Survey and Environmental Clearance Letters Section

16. **Environmental Clearance** – See Environmental Clearance section in this manual.
17. **Environmental Survey** – See Environmental Survey Section of this manual.
18. **Scoring Criteria Section** – See Scoring Criteria Section of this manual.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE LPRF/LWCF/NRTE/RTP GRANT APPLICATION

PARTICIPANT INFORMATION

1. Applicant:

2. Applicant is a:

- a. Federal Govt. _____
- b. State Govt. _____
- c. Local Govt. _____
- d. Private Org. _____

3. List of Project Partners (if any):

4. Region:

East _____ Middle _____ West _____

5. County/Counties:

6. Applicant Address:

7. Applicant Contact (Person responsible for daily management of project)

Name: _____ Telephone: _____
Title: _____ Federal ID#: _____
Fax: _____

8. Park Name:

Project Title:

12. Grant Type (Check all that apply)

- | | |
|------------------------|--|
| _____ Acquisition | _____ Land owned by applicant |
| _____ Development | _____ Land leased by applicant |
| _____ New Construction | _____ Date lease expires: _____ |
| _____ Renovation | _____ Land is publicly owned |
| | _____ Land is privately owned (RTP only) |

RTP Only**10. Intended Use (Check one)**

- ☐ Motorized Use
☐ Non-Motorized Use
☐ Combination Motorized/Non-Motorized Use
☐ Combination of Motorized Uses
☐ Combination of Non-Motorized Uses

11. Federal Congressional District

Congressman's Name: _____ District Number: _____

12. State Districts

Senator's Name: _____ District Number: _____

Representative's Name: _____ District Number: _____

13. Brief Description of Project**14. Project Funding**

Grant Amount Requested \$ _____

Match \$ _____

(50% local match required for LPRF, LWCF and NRTF)

(Minimum 20% match required for RTP)

TOTAL PROJECT COST \$ _____

15. Source and Amount of Applicant's Matching Funds (20% for RTP; 50% for LPRF, LWCF and NRTF)

General Fund \$ _____

CASH \$ _____

Force Account \$ _____

Third Party Donation \$ _____

Partnership \$ _____

Donation Value \$ _____

Land \$ _____

Labor \$ _____

Material/Equipment \$ _____

TOTAL MATCH \$ _____

(TOTAL MATCH should equal Match in Section 14)

Authorized Signature (usually Mayor or County Executive)

Title

Date

Printed Name

Title

Authorized Signature of Partner (if applicable)

Title

Date

Printed Name

Title

Note: overmatches may be shown on a separate sheet.

DEPARTMENT OF ENVIRONMENT AND CONSERVATION – Recreation Educational Services Division
LWCF/LPRF/NRTF/RTP



PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____

Brief Description: _____

_____**Acquisition Only** ____**Dev. Only** ____**Acquisition and Dev.** ____**Preservation**
(NRTF only)

ADMINISTRATIVE COSTS

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: ____**Negotiated Purchase** ____**Donation** ____**Easement** ____**Lease**

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

_____ **New Acreage-** for acquisition or development; not previously under 6(f) protection.

_____ **Value Added Acreage -**additional development of land already under 6(f) protection

_____ **Total Acreage** (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ____**Publicly owned** ____**Privately owned (RTP only)**



DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
Total Development Cost			\$

Use Attachment if more space is needed

TOTAL COSTS

Total Administrative Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$

TN DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES DIVISION
LWCF/LPRF/NRTF/RTP



PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

☐ LWCF ☐ LPRF ☐ NRTF ☐ RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|-------|----|-------------------------------|
| _____ | 1. | Deed references |
| _____ | 2. | Adjoining Ownership |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies |
| _____ | 5. | Metes and bounds |
| _____ | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor, County Executive, or Agency Director)

Date

Printed Name and Title



NOTICE OF LIMITATION OF USE

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.

FOR RTP:

If the public property identified in the attached general warranty deed has been acquired or developed with federal Transportation Equity Act of the 21st Century (TEA-21) Recreation Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location. If a project is located on private lands that may include an easement or lease, the state requires a twenty-five year minimum commitment for public use.

Authorized Signature (usually Mayor or Co. Exec. or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Address

Phone Number

Date

ENVIRONMENTAL CLEARANCE

The potential environmental impact of proposed trail construction and rehabilitation is a serious concern. This grant-aid program requires that all recipients of funding comply with the conditions of the National Environmental Policy Act (NEPA) prior to and during construction activities.

Letters of clearance or compliance with Federal environmental laws must be obtained by the project applicant for each project and submitted with the project application by the application deadline. Letters must be obtained from each of the following three agencies:

Tennessee Historical Commission

ATTN: Mr. Herb Harper
Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442
615/532-1559

U.S. Fish & Wildlife Service

ATTN: Dr. Lee Barclay
446 Neal Street
Cookeville, TN 38501
931-528-6481

For Middle & East Tennessee:

U.S. Army Corps of Engineers

ATTN: Mr. Randy Castleman
Regulatory Branch
PO Box 1070
Nashville, TN 37202
615/736-5181

For West Tennessee:

U.S. Army Corps of Engineers

ATTN: Larry Watson
Regulatory Function Branch
167 N. Main St, B-202
Memphis, TN 38103
901/544-0736

In addition, a copy of a topographic quad map(s) clearly indicating the entire proposed route of the trail project or park boundary must be submitted with the application. If photocopied, be sure that the name/title of the quad map(s) is indicated.

If the proposed project in any way affects a watercourse, its 100-year floodplain or any lake, pond, reservoir, swamp, marsh, or wetland, the project applicant must secure a Section 404 permit from the U.S. Army Corps of Engineers (listed above). A state Aquatic Resource Alteration Permit (ARAP) from the Division of Water Pollution Control may also be required. For information on state permit requirements, contact the Department of Environment and Conservation at 1-888-891-TDEC.

It is the applicant's responsibility to secure any required environmental and/or construction permits (local, state or federal) prior to project construction. Separate documentation must be provided for EACH individual project site.

The new TDEC permit website address is: <http://www.state.tn.us/environment/permits/whoami.htm> This provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require an environmental STATE permit. Note: Federal and local permits may also be required. This site also provides information on how to apply for a permit.

Federal agencies only (U.S.F.S., TVA, NPS, and COE) may use a completed Environmental Impact Statement, EIS (including proposed development or land use plan) or conduct their own environmental review under NEPA requirements in lieu of this environmental clearance process.

List of Agencies

For more information about using native plants, safety, building codes, underground storage tanks, etc., that concern your project, contact:

Division of Archaeology
5103 Edmondson Pike
Nashville, TN 37211-5129
Attention: Nick Fielder

Division of Natural Heritage
14th Floor, L & C Tower
401 Church Street
Nashville, TN 37243
Attention: Reggie Reeves

Tennessee Exotic Pest Control Council
P.O. Box 40692
Nashville, TN 37204
615-646-5292

Southern Building Codes
900 Montclair Road
Birmingham, Alabama 35213
1-800-877-2224

Life Safety Codes
National Fire Protection Association
617-770-3000, or, 1-800-344-3555

Handicapped Code
Public Building Accessibility Act
North Carolina Handicapped Code (TN adopted this)
919-733-3901

Underground Storage Tanks
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1541
615-532-0945

Division of Superfund
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1538
615-532-0900

ENVIRONMENTAL SURVEY

This survey is a requirement for federally funded programs. Where adverse or negative impact is indicated, additional information will be required for mitigation. For projects selected for funding and submitted to FHWA, the Department of Environment and Conservation will verify the accuracy of this information and compliance with appropriate state and federal regulatory agencies to meet the requirements of the National Environmental Policy Act (NEPA). *[If the applicant is submitting more than one project, then this form should be duplicated and completed for each individual site separately.]*
Failure to provide complete and accurate information may result in rejection of the project.

1. Project Name: _____

2. Land Use:

a) Please provide a detailed description of how the trail will be constructed, the design of the trail (include surface type, width, length), special features including any bridges, and proximity to environmental features (stream crossings, wetlands, forested areas, open field, etc.). Describe in detail the project area including topography, historic land usages, and unique geologic features. Attach a land use map of the area if available, and 1 USGS topographic map, with topographic map name, with legend, clearly showing project location and boundaries. The documents should be of sufficient size and clarity for adequate interpretation of applicant's intentions.

b) Is the project consistent with comprehensive land use, management or development plans for the area? ____ **Yes** ____ **No** ____ **Not Sure**

Name of plan: _____

3. Natural Resources: Describe how the proposed project will impact the following?

- a) Soil Erosion or Sedimentation
- b) Vegetation (noxious weeds)
- c) Streams, Rivers or Lakes
- d) Wetlands
- e) Floodplains
- f) Farmlands
- g) National Natural Landmarks
- h) Endangered Plants and/or Animals
- i) Wildlife and/or Wildlife Habitat

4. Historic and Archaeological Resources:

a) Has the project been reviewed by the Tennessee Historic Commission?
____ **Yes** ____ **No** If yes, attach Commission comments

b) Will the project have an effect on historic or archaeological resources?

____ **Yes**

____ **No**

____ **Not Sure**

5. Hazardous Wastes – Is there any potential for involvement with hazardous wastes or underground storage tanks? ____ **Yes** ____ **No** ____ **Not Sure**

6. Noise – Is there potential for the project to have a noise impact on the surrounding land uses? ____ **Yes** ____ **No**

7. Air Quality – Will the project have an adverse impact on air quality?

____ **Yes**

____ **No** If yes, explain.

8. Is the project located on a publicly owned park, recreation area, historic site or wildlife and waterfowl refuge? ____ **Yes** ____ **No**

a) If yes, mark the appropriate box and name the facility.

____ Park or ____ Recreation Area _____

____ Historic Site _____

____ Wildlife/Waterfowl Refuge _____

9. Permits Required:

Section 404 Permit - Wetland (Corps of Engineers)

____ **Yes**

____ **No**

Aquatic Resource Alteration Permit (TDEC)

____ **Yes**

____ **No**

Tennessee Valley Authority Section 26a Permit

____ **Yes**

____ **No**

Local Permits

____ **Yes**

____ **No**

10. Describe methods to be employed to reduce adverse impacts from construction or use, such as noise, dust generation, soil erosion and siltation.

TO BE COMPLETED BY PROJECT APPLICANT

Any response that signifies impacts (significant or minimum) may require additional information. On additional pages provide information, as necessary, to assess the potential impacts. Attach additional documentation if applicable.

Prepared by: _____

Date: _____

Title of Preparer: _____

Signature of Preparer: _____

Signature: _____

(Applicant's Signature, usually Mayor or County Executive or Agency Director if State or Federal Application)

Recreation Trails Program ELIGIBLE PROJECT CATEGORIES

The following list is the types of projects to be funded with the Recreation Trails Program. Check all categories the proposed trail qualifies for.

_____ **Non-routine maintenance of trails:** applicant must show how the proposed project is not needed due to a lack of on-going maintenance on the applicant's part. Non-routine maintenance must be a one-time project for major improvements.

_____ **Restoration of areas damaged by usage (erosion control, over-use, impacts by non-permitted trail users, etc.)**

_____ **Environmental mitigation/enhancement:** measures that provide design, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize impact on the natural environment.

_____ **Development of trailhead and trailside facilities**

1. Drainage
2. Crossings
3. Stabilization
4. Parking
5. Signage
6. Controls
7. Shelters
8. Water and Sanitary Facilities
9. Accessibility Infrastructure

_____ **Acquisition of land** (must be a willing seller)

1. Fee Simple (preferred)
2. Easement (public use access)
3. Lease (minimum 25-year lease on public land.)

_____ **New trail construction**

Scoring Criteria

- A. **Project Summary** - Provide a one-page project summary of the proposed project. This summary should describe the scope of the project and justify the need and demand for the project. Applicant should address how the proposed project meets the “intent” of the Recreation Trails Program eligibility criteria as described in the application. Any special issues or significant features of the project should be included. Try to “sell” your project in this one-page summary. (50 points possible)
- B. **Project Selection Criteria** - Explain on the following pages how the project meets the following project selection criteria. If criterion does not apply, indicate N/A (Not Applicable). (100 total points possible)
- Partnerships** – Describe the degree to which the trail project involves interagency cooperation and public/private partnering between trail user organizations and public agencies. (0-20 points)
- Connections** – Describe the degree to which project provides linkages to other trails, greenways, scenic corridors, parks or recreation areas. (0-20 points)
- Planning Process** – Describe the planning process for the project. Include documentation of public involvement and support for the proposed project. (0-15 points)
- Volunteerism** – Provide information about volunteer services and donated materials that will be used to accomplish this project. Include information about youth conservation corps, AmeriCorps or other volunteer service organization involvement. (0-15 points)
- Trail Sharing** – Describe how the trail project can accommodate a variety of motorized and/or non-motorized recreation activities (hiking, equestrian, motorcycle, fitness, interpretive, paddlesport, multi-use, ATV, 4-wheel drive, mountain bicycling, accessible trails). (0-10 points)
- Environmental Mitigation** – Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail or trailhead in order to mitigate and minimize the impact to the natural environment making for a sustainable project. (0-10 points)
- Maintenance Commitment** – Describe the degree of commitment (such as on-going funding or trail adoption) to continue operation and maintenance after project is complete. (0-10 points)
- C. **Bonus Points** – Priority will be given to recreation trail projects and user groups that meet needs that are not being otherwise met within a 25-mile radius. Emphasis is placed on trail projects that provide for motorized trail use, mountain bike use, equestrian trail use, water trail use and backcountry hiking use (or any combination of these). (50 points possible)

Tennessee Recreation Trails Program

Scoring Criteria

(page 1)

Project Summary: Describe the scope, need and demand of the proposed project. Applicant should address how the proposed project meets the “intent” of the Recreation Trails Program eligibility criteria as described in the application. Any special issues or significant features of the project should be included. Try to “sell” your project. Summary narrative should be limited to one-page. **(50 points possible)**

Scoring Criteria

Explain in detail how the project meets the following project selection criteria. Be as specific as possible and avoid generalities. Provide such supporting documentation as you feel necessary to address each criterion. If a particular criterion does not apply to your project, type “Not Applicable” or (N/A) in the space provided for your response and proceed to the next item. Please limit narrative response to the space provided.

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Scoring Criteria

3. **Planning Process** - Describe the planning process for the project. Include documentation of public awareness, involvement and support for the proposed project (such as newspaper articles or public meetings). **(15 points possible)**

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Scoring Criteria

5. **Trail Sharing** - Describe how the trail project can accommodate a variety of motorized and/or non-motorized recreation activities (hiking, equestrian, motorcycle, fitness, interpretive, paddlesport, multi-use, ATV, mountain bicycling, accessible trails, etc.). **(10 points possible)**

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Tennessee Recreation Trails Program

Scoring Criteria

(page 5)

7. **Maintenance Commitment** - Describe the degree of commitment (such as on-going funding or trail adoption programs) to continue operation and maintenance after project is complete. **(10 points possible)**

Tennessee Recreation Trails Program

Scoring Criteria

(page 6)

8. Bonus Points - Bonus points will be considered for projects that are identified as having the highest demand through public input, as identified in the current State Recreation Plan, and as identified in the Tennessee Greenways and Trails Plan. Bonus points will also be considered for projects that provide recreation trail opportunities to user groups that currently do not exist within a 25-mile radius. Applicants are encouraged to consider alternative recreation trail projects such as mountain biking trails, motorized trails, equestrian trails, water trails and backcountry hiking trails (or any combination of these). Bonus points narrative should be limited to this one-page. **(50 points possible)**

Tennessee Recreation Trails Program

Scoring Criteria

(page 7)

9. **Acquisition Bonus points**-points will be awarded for land acquisition with significant recreation value. **(10 points possible)**.

Required Signage at Grant Sites

Funding Acknowledgement: This project is funded in part by a Recreation Trails Program (RTP) grant from the Federal Highway Administration (FHWA) through the Tennessee Department of Transportation (TDOT) and is administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. Other funding sources may be added to project signage per other funding source requirements (see “optional” below on signage example).

(Any other information about applicants is at the project administrator’s community’s discretion.)

Other information that is required to be posted

Equal Employment Opportunity poster must be displayed at project site or at the city/county municipal building.

Section 504 of the Rehabilitation Act of 1973 (ADA of 1990): This act assures that no qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

Title VI of the Civil Rights Act of 1964: Assures that no person in the United States will, on the ground of race, religion, color, or national origin, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

Note: if the above (EEO, Section 504, and Title VI) are posted onsite or elsewhere (City Hall, park office, etc.,) they will not need to be included in the sign below.

Size requirements: Minimum two- (2) foot by two- (2) foot is preferred.

EXAMPLE:

Your Project’s Name	
This project is funded in part by a Recreation Trails Program (RTP) grant from the Federal Highway Administration (FHWA) through the Tennessee Department of Transportation (TDOT) and is administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. This project is in compliance with Section 504 of the Rehabilitation Act of 1973 (ADA of 1990) and Title VI of the Civil Rights Act of 1964.	
Funding has been provided as follows:	
RTP	\$ 50,000
Local Funds	\$ 12,500
Total Project Cost	\$ 62,500

OPTIONAL →

List of Acronyms

ADA- Americans with Disability Act

APRP – Associate Park & Recreation Professional (formerly called a CLA)

ASTM- American Society for Testing and Materials

CN- Certified Number

CPRP – Certified Parks & Recreation Professional (formerly called a CLP)

CPSC- United States Consumer Product Safety Commission

CST- Central Standard Time

DBE-Disadvantaged Business Enterprise

FAQ- Frequently Asked Questions

FHWA- Federal Highway Administration

LPRF- Local Parks and Recreation Fund

LWCF- Land and Water Conservation Fund

NPS- National Park Service

NRTF- Natural Resources Trust Fund

OGC – Office of General Counsel

OPSP- Open Project Selection Process

PARTAS – Parks and Recreation Technical Advisory Service

REC – Recreation Educational Consultant

RES- Recreation Educational Services Division

RTP – Recreation Trails Program

TCA- Tennessee Code Annotated

TDEC- Tennessee Department of Environment and Conservation

TDOA- Tennessee Department of Agriculture

TEA-21- Transportation Equity Act of the 21st Century

TLGTM- Tennessee Looks Good to Me

TWRA- Tennessee Wildlife Resources Agency

TVA- Tennessee Valley Authority

USGS- United States Geological Service

EXHIBITS

1

2





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Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Council, 401 Church Street, 20th Floor L & C Tower, Nashville, TN 37243, 1-888-867-7455. ADA inquiries or complaints should be directed to the ADA Coordinator, Human Resources Division, 401 Church Street, 12th Floor L & C Tower, Nashville, TN 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).



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